


ANSWERS & CROSS CLAIMS, COUNTER-CLAIMS or 3RD PARTY COMPLAINTS

The following steps illustrate filing an Answer **and** Cross, Counter or Third Party complaint. [Click here](#) for instructions on filing an Answer without additional relief.

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| STEP 1 | Choose Adversary from main menu |
| STEP 2 | Choose Answers/Responses category |
| STEP 3 | Choose to Complaint 3rd, Cross Counter sub-category |
| STEP 4 | Enter case number; click [NEXT] |
| STEP 5.a | Confirm adversary name and number click [NEXT] |
| STEP 5.b | If filing this document with joint counsel place a check in the box next to “Joint Filing with Other Attorney(s)” and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen |
| STEP 6 | Select Defendant; click [NEXT] |
| STEP 7a. | Place a check in the box next to the complaint to which the answer refers. |
| STEP 7b. | Upload the PDF file; click [NEXT] |
| STEP 8 | Click the appropriate radio button to select Third-Party, Cross-Claim or Counterclaim; click [NEXT] |
| STEP 9 | Select the party(s) against whom you are filing this cross-claim, by highlighting the party name or selecting the appropriate radio button to select all parties in a certain group; click [NEXT] |
| STEP 10 | Docket text appears; review for accuracy, modify if appropriate; using the drop down box and/or variable box; click [NEXT]
 <i>TIP - The text of this docket entry <u>cannot</u> be modified from this screen; if</i> |

modification is necessary use the [BACK] button on your browser.

SAMPLE DOCKET TEXT

**Answer to Complaint by John Hughes on behalf of Amanda Wright, Crossclaim
by John Hughes on behalf of Amanda Wright against Orville Wright. (Hughes,
John)**

STEP 13 **Notice of Electronic Filing** displays